



## MEMORANDUM

TO: Annual Statement Contact  
Delaware Domestic Companies

FROM: Stephen B. White, CFE  
Director of Company Regulation

SUBJECT: Regulatory Filing Requirements for:  
(1) 2008 Annual Statements and  
(2) 2009 Quarterly Statements

DATE: February 2009

1. The Annual Statement "Filing Requirements" are listed on a standardized state-filing checklist developed by the NAIC. Answers to questions you may have concerning filings and procedures can be found in the NAIC's Annual Statement Instructions.
2. All companies are required to file their annual statement and quarterly statement diskettes with the NAIC.
3. All annual statements **must be properly bound with the appropriate cover**, and contain the **proper bar codes**. The bar codes must be readable in order to be considered received by the Department.
4. **PENALTY:** A fine of \$100.00 per day may be levied for late or improperly submitted statements after the due date of March 1, 2009.
5. The internet posting includes a spreadsheet listing of licensed Property and Casualty Companies, Life and Health Companies and Approved Accredited Reinsurers. This information is being provided to assist your company in its procedures to take credit for reinsurance in the State of Delaware. The data on this spreadsheet is located in a file called "**Approved Accredited Reinsurers**". The file was created in Microsoft Excel 2000. You may access this spreadsheet after February 20, 2009. If you have any problems accessing the information, please contact the Department via email: [Sonia.Harris@state.de.us](mailto:Sonia.Harris@state.de.us).
6. **PAYMENTS:** All companies are encouraged to use OPTins to file Premium Taxes and fees electronically.

If contact information has changed, please complete the Contact Information Sheet, and include it with your statement filings. If you have any questions concerning this form, please contact Sonia Harris via email at [sonia.harris@state.de.us](mailto:sonia.harris@state.de.us).

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